

12 NOV 1981

MEMORANDUM FOR: Deputy Director for Science and Technology  
Director of Logistics

FROM:

[REDACTED]

Director of Security

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SUBJECT: Industrial Security - Unannounced Security  
Audit Policy

The Office of Security initiated its comprehensive industrial facility security audit program in 1977 with the establishment of the Industrial Security Branch. From the outset, the policy has been to conduct industrial facility audits on an unannounced basis, i.e., to give the contractor little or no notice of an impending security audit. Experience and circumstances have persuaded us to alter this practice and hereafter, except for extraordinary circumstances which will be communicated to the specific contractor involved, we will provide advance notice of impending security audits of industrial facilities. It is believed that present circumstances justify this policy change and that our purposes are better served by this new procedure.

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The Office of Security has reviewed and revised the policy requiring security audits of industrial contractor facilities to be unannounced. Henceforth, the industrial security contractor concerned will be notified in advance of an impending comprehensive security audit. The authority to conduct unannounced security audits remains but will not be utilized except for extraordinary circumstances which will be communicated to the specific contractor involved. As a matter of routine, the contractor will be advised of an impending audit as early as scheduling permits.

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REMARKS

*WAIT FOR D/OS to sign  
Policy Paper*

*signed  
12 Nov. 81  
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11/16*

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